

IHC-SM-3  
11 June 1968

UNITED STATES INTELLIGENCE BOARD  
INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR: Agency CCC Operational Test Group (OPTEG)  
SUBJECT: Operational Test of the Content Control Code (CCC)  
REFERENCE: a. CODIB-M-100, 21 March 1968, Attachment  
b. IHC-D-111/1.1/14, 15 May 1968

Attached is a revised version of reference b. It incorporates an initial phase of the CCC Operational Test and Evaluation confined to the application and usefulness of CCC notations on NSA product. This is in keeping with discussions at the initial OPTEG meeting on 29 May 1968. Subsequently CIA, DIA, and State OPTEG members discussed this phasing with their IHC principals and obtained their concurrence.

May I have your concurrence and/or comments on the attached revision by 21 June 1968.



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Executive Secretary  
Intelligence Information Handling Committee

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IHC-D-111/1.1/14 (Rev.)  
11 June 1968

UNITED STATES INTELLIGENCE BOARD  
INTELLIGENCE INFORMATION HANDLING COMMITTEE

Operational Test of the Content Control Code (CCC)  
(Revised)

USIB-D-39.7/21, 3 May 1967 requests that USIB member agencies participate in an operational test of the Content Control Code (CCC) which was developed in response to USIB-D-39.7/5, 16 March 1964. A proposed plan for conducting the requisite operational test (IHC-D-111/1.1/14, 15 May 1968) was prepared by the Intelligence Information Handling Committee (IHC) staff. The plan incorporated various agency plans for applying CCC notations to intelligence products and evaluating the usefulness of the notations to production analysts and system managers. USIB-D-39.7/21 also directs that the staff coordinate agency plans to insure that a realistic and representative test will be conducted and that overall interagency considerations will be documented during the operational testing within agencies.

A CCC Operational Test and Evaluation Group (OPTEG) was established by IHC for the purpose of establishing test objectives, procedures, and instructions and to provide liaison between appliers of the CCC notations and users and between agencies and the IHC staff.

During its initial meeting OPTEG reviewed the proposed test objectives and the essential characteristics obtainable within the framework of agency commitments.

Several salient factors bearing on the operational testing were discussed:

(a) NSA has been applying CCC notations to an increasing number of their products for almost a year and these products have been, and are being, distributed throughout the intelligence community;

(b) Considerable time will elapse before CIA product with CCC notations applied can reach community recipients and then only in relatively small numbers;

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(c) State's application plans differ from those of NSA and CIA in that they do not intend to introduce State-produced, CCC coded documents into the operational flow. Rather, they plan to set aside one week's take of airgrams and cables from Western Europe for subsequent application testing and use evaluation. Also, this commitment is not firm.

(d) DIA, Army, Navy, and Air Force will not apply CCC notations to any of their own products, but are prepared to evaluate the usefulness of CCC notations that have been applied to NSA, CIA, and State products; and

(e) Departmental components are continuing to develop comparable techniques and schemes for indicating substantive content of products based on "local departmental needs" without having had available detailed information on CCC, the manner and extent to which it is already being applied and used, its further use potential, etc.

Discussion of these factors led to the conclusion that the initial phase of the CCC operational test and evaluation should be confined to the notations already appearing on NSA product. This would mean that we could initiate user evaluation of CCC throughout the intelligence community in connection with its appearance on NSA product. Such testing could be started as soon as necessary revisions to the proposed test plan are effected and approved. This initial test and evaluation phase could then be completed in about 90 days.

#### Operational Test Objectives

USIB-D-39.7/21, 3 May 1967, calls for comprehensive testing and controlled evaluation to provide an adequate basis for determining the effectiveness and efficiency of the Content Control Code (CCC) as an analytical support tool, for projecting its costs as an operating system, and for determining its precise role in support of existing dissemination and storage and retrieval systems. These purposes must be translated into a series of specific test objectives which can be undertaken in a logical order. One such ordering of specific objectives follows:

1. Determine the adequacy with which CCC notations can be used to represent user reading requirements, statements of interest etc., involving NSA product.

2. Determine the impact of having NSA report writers apply CCC notations to their products: (a) on the report writers and (b) on the system.

3. Determine the extent to which the appearance of CCC notations on NSA products (a) facilitates document exchange between NSA and recipient agencies and (b) reduces screening time at successive dissemination points within recipient agencies.

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4. Determine the extent to which the appearance of CCC notations on NSA products can enhance and expedite intelligence research and analysis when new or unanticipated aspects of old problems arise.

5. Determine the suitability of the CCC structure as a basis for organizing special document filing systems.

6. Determine the suitability of the CCC structure in providing a useful arrangement for entries on accession lists, compilations of abstracts, extracts, or summaries, and collection and production guides.

7. Determine adjustments and changes to the Code: its structure, manner of presentation, supporting instructions, etc., which would improve its responsiveness to the foregoing objectives.

8. Determine whether improvements, if any, resulting from CCC are sufficient to justify changes in existing methods and procedures in recipient agencies.

#### Operational Test Plan

The overall operational test of CCC will be conducted in several phases. The initial phase will be confined to testing and evaluating the application and usefulness of CCC notations on NSA product. The need for subsequent phases involving application and usefulness of CCC notations on additional products will be based on the results obtained in connection with its usefulness on NSA product.

The development of the operational test plan, itself, involves (1) detailed test design, (2) data/information collection-recording, (3) data/information analysis and evaluation, and (4) conclusions and recommendations. Each of these aspects is discussed below:

1. Design - A number of design tasks must be completed before operational testing in response to the foregoing objectives can be initiated:

(a) Establishment of test boundaries including: (1) the nature and degree of specific agency and agency personnel participation, (2) the essential characteristics of the test corpus of coded documents, and (3) a detailed operational test plan covering phasing, timing, due dates, etc.

(b) Development of standards against which to measure cost and effectiveness of CCC and related methods and procedures during testing.

(c) Development of necessary forms, formats, information elements, codings, etc., to facilitate collection, recording, processing, analysis and evaluation.

(d) Orientation and training of all operational test personnel in the use of the CCC codebook (Attachment 2) and the supporting Instruction Manual (Attachment 1).

2. Data/Information Collection-Recording - Detailed collection and recording tasks must be planned and undertaken in response to the test objectives.

(a) Adequacy of CCC notations in representing users reading requirements, statements of interest, etc., can be determined by (1) expressing selected users interests in terms of CCC notations, (2) consulting with the users concerning the adequacy of CCC notations in representing their interests, and (3) actual dissemination testing wherein effectiveness of CCC notations in expressing user interests can be gauged in terms of delivery of wanted and unwanted documents.

(b) The impact of having producer personnel apply CCC notations to their intelligence documents can be examined on a cost and effectiveness basis. Cost to the producers can be developed in terms of (1) documents coded, and (2) personnel involved. Plans should include determining the consistency with which CCC notations can be applied. Constraints on overall system performance imposed by the concept of decentralized coding by report writers can also be examined.

(c) The extent to which the appearance of CCC notations on intelligence documents facilitates document exchange between agencies can be determined by documenting: (1) existing interagency arrangements in terms of documents exchanged, personnel involved, and overall performance and (2) the role(s) CCC might play in supporting selective dissemination between agencies in terms of documents exchanged, personnel involved, and overall performance.

(d) The extent to which the appearance of CCC notations on intelligence documents reduces screening time at successive dissemination points within agencies can be determined by (1) comparing existing methods and procedures for disseminating NSA product with a set of methods and procedures built around the presence of NSA applied CCC notations on intelligence documents and (2) determining relative costs in terms of documents processed, personnel involved, and overall performance.

(e) The extent to which the appearance of CCC notations in intelligence documents could enhance and expedite intelligence research and analysis when new or unanticipated aspects of old problems arise can be determined by (1) selecting an actual, high priority research and analysis requirement, (2) specifying this requirement in terms of CCC notations and (3) using NSA CCC coded documents, develop CCC responses and compare them with existing system responses.

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(f) The suitability of CCC schedules as a basis for organizing small or specialized document filing systems can be determined by creating a number of indexes to the test corpus of NSA coded products which would approximate (1) a biographic file, (2) an installation file, (3) an area file, (4) an S&T subject file.

(g) The suitability of CCC schedules as a basis for arranging entries on accession lists, compilations of abstracts, extracts or summaries, and collection and production guides can be determined by (1) selecting representative listing(s) and applying CCC notations to the entries therein and (2) organizing the listing in terms of CCC schedules.

### 3. Data/Information Analysis-Evaluation

(a) Determine relative performance of existing methods of representing, or otherwise indicating, user reading requirements, statements of interest, etc., versus CCC notational representations thereof. Analyze in terms of (1) "successful" conversion of stated requirements and (2) actual performance, i.e., delivery of wanted documents, delivery of unwanted documents, and non-delivery of wanted documents.

(b) Determine relative cost/effectiveness of existing systems dealing with the distribution of NSA products versus these same systems augmented with producer-applied CCC notations. Estimate comparative costs of one-time producer applied CCC notations versus n-time recipient processing.

(c) Determine relative performance of existing methods of interagency document exchange versus selective exchange based on CCC notations in terms of documents exchanged, personnel involved, and overall performance.

(d) Determine relative performance of existing screening practices versus screening which takes the appearance of CCC notations on NSA product into account in terms of documents screened, personnel involved, and overall performance.

(1) Determine the reason for delivery of unwanted documents and non-delivery of wanted documents in both the existing system and the CCC system in terms of:

a. Method and/or code structure, including depth of detail provided.

b. Adequacy of code presentation, e.g., instructions, codebooks, formats, etc.

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- c. Adequacy of coding selection/application.
- d. Adequacy of content representation/notation.
- e. Consistency in application: by a single disseminator/coder; by several disseminator/coders.
- f. Tendencies to over-disseminate/code; to under-disseminate/code.
- g. Ambiguities identified 1/ inherent in the method/code, code structure and 2/ induced in the interpretation/application by the disseminator/coder.

(e) Determine the extent to which CCC notations would enhance and expedite intelligence research and analysis when new or unanticipated requirements for substantive research and analysis arise.

(1) Analyze results obtained in ascertaining CCC responsiveness to an actual, high priority requirement,

(2) Evaluate performance of CCC in this mode.

(f) Determine the suitability of the CCC structure as a basis for organizing small or specialized document filing systems.

(1) Analyze results obtained in creating various file indexes.

(2) Evaluate effectiveness of CCC schedules as a basis for ordering these file indexes.

(g) Determine the suitability of CCC structure in providing a useful arrangement for entries on accession lists, etc.

(h) Determine adjustments and changes to the code: its structure, manner of presentation, supporting instruction, etc., which would improve its responsiveness.

(1) Analyze overall performance

(2) Ascertain specific shortcomings

(3) Make detailed recommendations for adjustments and changes.

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(1) Determine whether improvements, if any, resulting from CCC are sufficient to justify changes in existing methods and procedures in recipient agencies.

(1) Analyze overall performance in terms of relative cost effectiveness, impact on involved agencies, etc.

(2) Make recommendations.

#### 4. Conclusions and Recommendations

Prepare a comprehensive report on the initial phase of the operational test. Include conclusions as to the effectiveness and efficiency of CCC as an analytical support tool, its costs as an operational system, and its precise role in support of existing dissemination and storage and retrieval systems. Make recommendations concerning additional test and evaluating phases involving application of CCC notations to other than NSA product, as originally planned.

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